Commonwealth of Kentucky Department of Education

Medicaid School Based Administrative Claiming (SBAC) Financial Reporting Process

Agenda

1. Training Objectives

2. KY SBAC Overview

3. Roles and Responsibilities

4. Data Entry

5. Claim Generation

6. Claim Approval and Submission

7. Reports
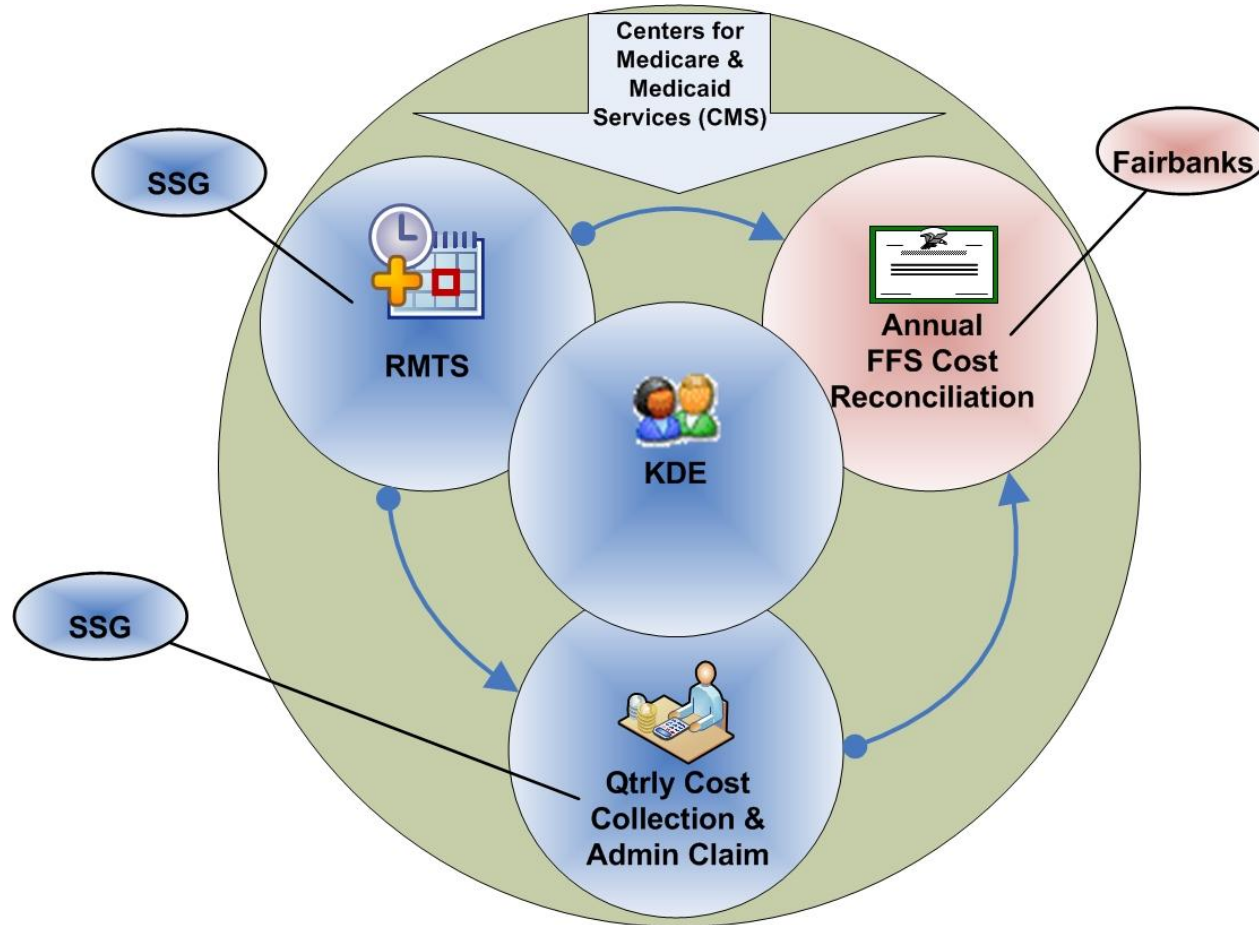
8. Contact Information

Training Objectives

- Finance Contacts will be able to:

    - ✓ Understand KY SBAC Financial Reporting Process

    - ✓ Understand Financial Reporting Roles and Responsibilities

    - ✓ Understand how to enter financial data and create quarterly Claim using e-SivicMACS Overview

    - ✓ Understand the Claim approval and submission process

    - ✓ Identify Help Desk contact information

Program Overview

SBAC Data Collection and Claim Process

Roles and Responsibilities

- **RMTS Participants**
  - ✓ Respond to RMTS moments using e-SivicMACS

- **SBAC Coordinators**
  - ✓ Submit Calendars and Work Schedules to SSG using Excel template
  - ✓ Monitor Response Rates; follow-up as necessary
  - ✓ Ensure Participant Data is correct in e-SivicMACS
  - ✓ Ensure Salaries and Benefits and Other Costs for all RMTS participants are entered in e-SivicMACS

- **Finance Contacts**
  - ✓ Review and approve costs for all RMTS participants
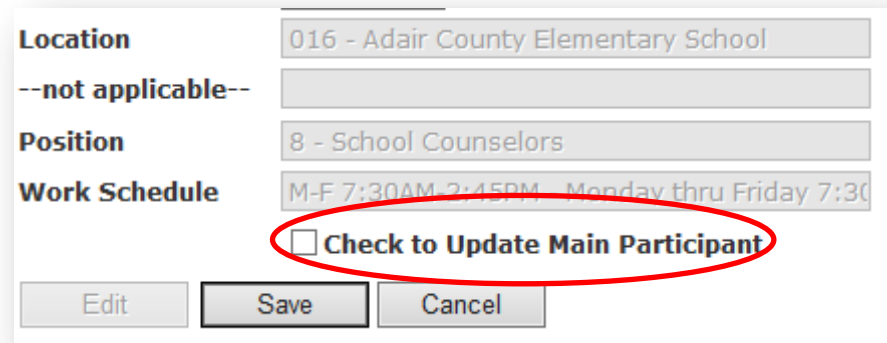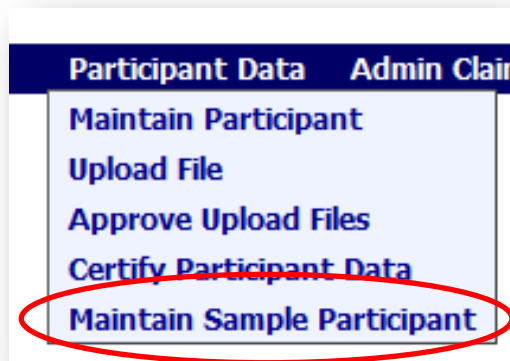 - ✓ Certify quarterly SBAC claim
  - ✓ Submit quarterly Claim to KDE

Roles and Responsibilities

SBAC Coordinators – Ensure RMTS Participant Data is Correct

- Maintain Sample Participant

   1. Update Participants for the **Current and Future samples**
      Be sure to check the "Check to Update Main Participant" box so that changes will be reflected on both the Current and Future samples

   2. Update Participants for the **Current sample only**
      To prevent Future samples from being affected, DO NOT check the "Check to Update Main Participant" box

SBAC Coordinators – Ensure RMTS Participant Data is Correct

- **Maintain Participant**

  1. Update Participants for **Future samples only**

  2. Participant list can also be updated by opening the *Participant List for a Sample Report* (RR201) in Excel, making changes and uploading the new file

Roles and Responsibilities

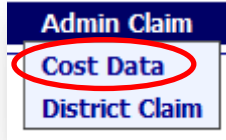## SBAC Coordinators – Ensure Participant Data is Correct

- Certain data can be updated anytime in the quarter
  - ✓ Replacement (new person performing same function)
  - ✓ Name change
  - ✓ New e-mail
  - ✓ Change in supervisor or contact e-mail

- Some data can be updated anytime, but will be effective in the next quarter
  - ✓ New employee or new Participant ID
  - ✓ Change in position
  - ✓ Change in work schedule
  - ✓ Change in Cost Pool
  - ✓ Change in District (Region)

Dashboard

- **Tip** ▶ Sample Period – Be sure to select prior quarter

- Dashboard provides a visual, real-time graphical snapshot of the District's current status

- Can be viewed by SBAC Coordinator, Finance Contact, KDE Management

- ❌ Not completed

- ⚠️ Not finalized/completed; but reports can be run

- ✅ Approved

Data Entry – Salaries & Benefits (Option 1)

- Select Sample Period and Cost Pool

- Scroll to the bottom of screen and select Edit

- Enter Salaries & Benefits OR Vendor/Contracted Labor amounts for each participant; Totals automatically calculated

- Enter any federally-funded amounts; Totals automatically calculated

- Click Save before moving to the next screen or exiting screen

- *Tip* ➤ Use Search criteria to filter by Position or other field(s)

  - ✓ Search by "Licensed Occupational Therapist"
  - ✓ Search by first letter, e.g., J for Jakes, Jones, Johnson, etc.
  - ✓ Search using % wildcard (e.g., %speech%)

- *Tip* ➤ Use scroll bar to move to the far right for ease of data entry

Data Entry

Data Entry – Salaries & Benefits (Option 1)

Admin Claim
Cost Data
District Claim

Filter using Search

Sample Period* 2014Q4 - Oct-Dec 2014
Region* 135 - Crittenden County

Dashboard | Upload | Salaries &

Search

Cost Pool --All--
Participant ID
First Name
Last Name
Position

	Dashboard	Upload	Salaries & Benefits	Other Costs	Eligibility Ratio/IR		Impor

Search

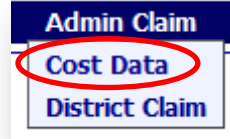| Participant ID	Last Name	First Name	Salary	Benefits	Total	Contracted Labor
15		F	0.00	0.00	0.00	0.00
09		K	0.00	0.00	0.00	0.00
12		C	0.00	0.00	0.00	0.00
08		E	0.00	0.00	0.00	0.00
11		S	0.00	0.00	0.00	0.00
07		C	0.00	0.00	0.00	0.00
14		L	0.00	0.00	0.00	0.00
13		D	0.00	0.00	0.00	0.00
10		T	0.00	0.00	0.00	0.00
06		D	0.00	0.00	0.00	0.00
05		J	0.00	0.00	0.00	0.00
01		H	0.00	0.00	0.00	0.00
03		F	0.00	0.00	0.00	0.00
		Marvin	0.00	0.00	0.00	0.00
		Page Total:	$0.00	$0.00	$0.00	$0.00
		Grand Total:	$0.00	$0.00	$0.00	$0.00

< Edit | Verify

Scroll bar

Data Entry – Salaries & Benefits (Option 1)

- After entering all data, click Verify to run edit and reasonableness checks on reported expenditures

- Entries that do not pass the edit checks are moved to the top and highlighted

- Click Edit, make necessary changes, Save and re-Verify

Admin Claim
Cost Data
District Claim

Participant ID	Last Name	First Name	Salary	Benefits	Total	Contracted Labor	Federal Funded	Allowable Expenditures	
09	.		0.00	0.00	0.00	0.00	0.00	0.00	!
07			0.00	0.00	0.00	0.00	0.00	0.00	!
02	r		0.00	0.00	0.00	0.00	0.00	0.00	!
01			0.00	0.00	0.00	0.00	0.00	0.00	!
05			50.00	0.00	50.00	0.00	0.00	50.00	!
08			10000.00	2500.00	12500.00	0.00	0.00	12500.00	!
06	ns		9999.00	2050.00	12049.00	0.00	0.00	12049.00	!
10			7000.00	1500.00	8500.00	0.00	0.00	8500.00	!
11			9000.00	1800.00	10800.00	0.00	0.00	10800.00	!
03			5000.00	995.00	5995.00	0.00	0.00	5995.00	!
04			1000.00	225.00	1225.00	0.00	0.00	1225.00	!
	Page Total:		**$42,049.00**	**$9,070.00**	**$51,119.00**	**$0.00**	**$0.00**	**$51,119.00**	
	Grand Total:		**$42,049.00**	**$9,070.00**	**$51,119.00**	**$0.00**	**$0.00**	**$51,119.00**	

Dashboard | Upload | **Salaries & Benefits** | Other Costs | Eligibility Ratio/IR

Search — Imported File:

Edit — Verify — Save — Can

Data Entry – Salaries & Benefits (Option 1)

Edit and Reasonableness Checks

- Warning messages requiring explanation in Notes section:
  - ✓ Salaries & Benefits and Contracted Labor for a participant is zero dollars
  - ✓ Benefits amount is more than 50% of Salary amount
  - ✓ 10% or more increase or decrease in expenditures from prior quarter (Not applicable for FY2015-Q1)

Data Entry

Data Entry – Salaries & Benefits (Option 1)

- Entries that do not pass the edit checks are moved to the top and highlighted

- Click Edit, make necessary changes

- Click ! to enter explanatory Notes as necessary. Once a Note has been entered, the entry will pass verification

- An * next to the ! indicates a Note has been entered

- Click Save and re-Verify

Data Entry

Data Entry – Salaries & Benefits (Option 2)

Admin Claim
Cost Data
District Claim

- Expenditure data can also be imported using Excel
  1. Open the *Salaries & Benefits Report* (RR701) in Excel; be sure to select Detail and Export in XLS format
  2. Enter expenditure data and save file

Reports
Master Reports
Participant Reports
Control List Reports
Response Reports
Cost Data

Data Entry – Salaries & Benefits (Option 2)

- Expenditure data can also be imported using Excel

  3. On the Upload tab, select the file type (Salaries & Benefits)

  4. Browse and find saved file

  5. Click Upload

  6. View data on the Salaries & Benefits tab; file can be opened from screen

Data Entry

Data Entry – Salaries and Benefits

Shortcuts and Things to Remember

- Once all data has been entered and reviewed, click Verify

- All amounts are by individual; if position replacement occurred during the quarter, combine costs and enter total

- Per KDE, Benefits includes "in-kind payments" by KDE

- Can copy and paste data from MUNIS reports or other sources into applicable data fields on e-SivicMACS screens

Data Entry – Other Costs

- Select Sample Period and Cost Pool

- Scroll to the bottom of screen and select Edit

- Enter expenditures **for each participant**

- Use Search criteria to filter by Cost Type (Travel and Training, Professional Dues and Fees, Materials and Supplies) and Position Type

- Distribute Materials and Supplies expenditures by dividing total cost by # of participants

Edit and Reasonableness Checks

- Participant Travel and Training costs exceeding $5,000

Data Entry

Data Entry – Other Costs

Data Entry

Data Entry – Eligibility Ratio / Indirect Rate

Admin Claim
Cost Data
District Claim

- This data is provided by KDE and cannot be edited

Dashboard	Upload	Salaries & Benefits	Other Costs	Eligibility Ratio/IR

Total Number of Students*	1058
Total Number of Eligible Students*	640
MER Percentage	60.491500
Indirect Rate*	16.090000
	Save Cancel

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Claim Generation

- Select Sample Period

- Click Generate

- Click View Certification for SBAC Claim Form in pdf format

- Claim Form is stamped DRAFT until approved by Finance Contact

Claim Generation

Claim Generation

- Successful claim dependent on all data in the system
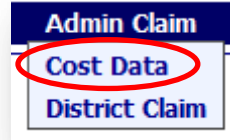
Claim Generation
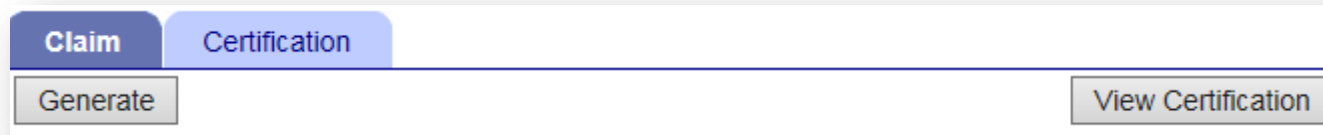
Edit and Reasonableness Checks and Errors

- A claim cannot be generated if:
  - ✓ MER or Indirect Cost Rates have not been entered into the system (this information is provided by KDE and entered by SSG)
  - ✓ No salaries have been entered
- A claim will be generated with warnings if:
  - ✓ RMTS quarter has not been closed (claim can be generated but not approved)
  - ✓ 10% or more increase or decrease in total claim from previous quarter (Claim can only be approved after adding information in Notes section)
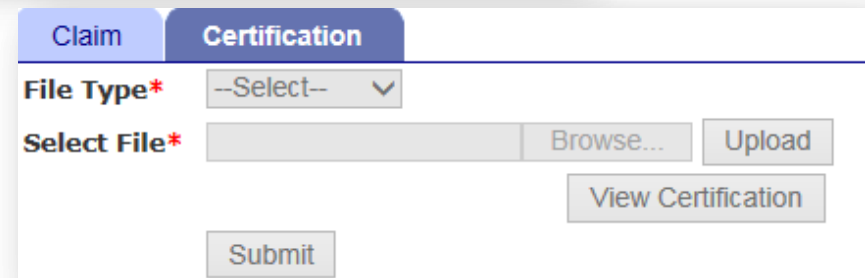
Claim Approval and Submission

Claim Approval and Submission

- Expenditures and SBAC Claim Form can be reviewed and approved, but not edited

- Approve Salaries & Benefits and Other Costs

- View, Approve, print, sign and scan District-generated SBAC Claim Form

- On Certification tab, Upload signed Certification form

- Click Submit to electronically transmit approved claim to KDE

Reports – Cost Data

- Reports are generated in real-time

- Report access is based on user roles

- Reports can be viewed on screen, in pdf format, or exported to Microsoft Excel

Help Desk Support

- **Live Support: 8:00 am – 5:00 pm eastern time**
- **By Phone:**
  - ✓ Toll Free: 1-877-916-3222
- **By e-mail:**
  - ✓ kysupport@sivicsolutionsgroup.com

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